



Timely Tidings

NEWSLETTER OF PROFESSIONAL DEVELOPMENT

MARCH/APRIL 1998

1998-99 Adult Education Leadership Training Program

Nominations for the 1998-99 Adult Education Leadership Training Program, presented through the Staff Development Institute are now being accepted. This is an opportunity for you or your supervisor to nominate one or more of your promising adult educators. We are looking for people with excellent *potential for senior leadership* positions within your organization.

Since 1985, over 300 of our leading adult educators have participated in this program. This Leadership Training Program focuses on skills that assist participants to be "leaders" in their agencies.

This one year program involves five training days: the day before the Fall ACSA Adult Education Conference, three consecutive days in January, and the day prior to the Spring CCAE State Conference. Attendance at all five days is required to complete the program.

The training includes management development topics such as concepts relating to quality service, customer focus and satisfaction, team building and team effectiveness, interactive communication skills, reaching consensus, collaborative problem solving techniques, and a continuous improvement process. Numerous opportunities will be provided for networking.

The sponsoring agency is expected to support the participants' release time to attend, and lodging and travel costs. There is a \$350 registration fee for the total program, payable to the Staff Development Institute.

The applicant selection committee consists of former Leadership Training Program participants and experienced adult education administrators. Notification of selection will be made during the week of May 18, 1998.

The applicant criteria for selection are:

- A current adult educator with administrative/supervisory responsibilities;
- Possession of a California Administrative or Supervisory Credential or enrollment in a credentialing program;
- Evidence of leadership skills and strong potential for promotion to a senior leadership position in adult education;
- Membership and participation in adult education professional associations and their activities;
- Willingness to commit one year to further his or her professional development in adult education;
- Agreeing to work with an assigned coach;
- Willingness to visit sites having Programs of Excellence.

Application deadline is April 24, 1998. For more information, call the Staff Development Institute (800) 488-1788.

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REGIONAL RESOURCE CENTERS

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Regional Resource Centers Online

A wealth of Adult Education information and resources can be found on-line at the Regional Resource Center website at <http://www.otan.dni.us/slr/regional/sites.html>

Each of the eight sites contain regional calendars for current workshops, resource information and links, and other pertinent information in adult education. All have a current "What's New" page for continually updated regional announcements at local and legislative levels. The following agencies participate as Regional Resource Center sites:

- Baldwin Park Adult and Continuing Education Program
- Merced Adult School
- Rancho Santiago Community College
- Los Angeles Mid-City Center
- Metropolitan Education Program
- Sacramento Unified School District
- Sweetwater Union High School District
- Northern CA Literacy Resource Center

Programs of Excellence Update

SDI has begun Phase II of Programs of Excellence identification process with the scheduling of visiting teams for those who successfully completed the written application process. The purpose of these visits is to certify that the program is indeed a Program of Excellence in everyday practice. The visiting teams consist of field practitioners and a CDE field consultant. Visits are scheduled from March through May and include meeting with staff, students and stakeholders at each site. The Programs of Excellence will be announced by the California Department of Education in June.

Phase II Applicants 1997-98

Baldwin Park USD-ABE

Baldwin Park USD-Older Adult

Baldwin Park USD-Adults with Disabilities

Baldwin Park USD-Citizenship

Burbank Adult School-Parent Education

Conejo Valley USD-Adult Education-ESL

East Side Adult Education-Vocational Education

East Side Adult Education-Older Adult

Fairfield-Suisun Adult School-Vocational Education

Garden Grove USD-Adult Education-ESL

Grossmont Adult School-Parent Education

Hacienda La Puente-Distance Learning

Hacienda-La Puente Adult Education-Adults with Disabilities

Hayward Adult School-Parent Education

LAUSD/Div. of Adult and Career Education-Distance Learning

LAUSD-Garfield Community Adult School-Family Literacy

Napa Valley Adult School-Citizenship

Norwalk-La Mirada Adult School-ASE/High School Diploma

Sacramento City USD-Skill business Education-Vocational Education

Sacramento-A. Warren McClaskey Adult Center-Adults with Disabilities

Saddleback Valley USD-Adult School-ESL

Salinas Adult School-Parent Education

San Juan USD/Winterstein Center-Distance Learning

Santa Clara Adult Education-Adults with Disabilities

Santa Clara Adult Education-ESL

Santa Clara Adult Education-Family Literacy

Simi Valley Adult School-Vocational Education

Simi Valley Adult School-High School Diploma

1998 SDI Workshop Menu

Adult Education Academy

Management and Leadership Training for Adult Education Administrators

- ◆ Dealing with Difficult People and Difficult Situations
- ◆ Fiscal Management
- ◆ Planning for Change: Designing and Implementing a Professional Development Plan

Adult Basic and Adult Secondary Education

- ◆ Implementation of ABE/ASE Model Standards Series:
 - Essential Elements of Instruction
 - Assessment
 - Managing the Multi-Level Program
 - Planning Instruction

Adult Literacy Instructor's Training Institute

- ◆ Cultural Diversity in the Literacy Classroom
- ◆ Interdisciplinary Learning in the Literacy Classroom
- ◆ Learning Processing Difficulties (LPD) Part 1: Identifying Learning Styles and Learning Problems of Adult Nontraditional Learners
- ◆ Learning Processing Difficulties (LPD), Part 2: Instructional Strategies for Teaching Adult Nontraditional Learners
- ◆ Math Problem Solving Techniques in the Literacy Classroom
- ◆ Organization of the Multi-Level Literacy Classroom
- ◆ Student Retention, Motivation and Instructional Strategies
- ◆ Teaching Critical Thinking in the Literacy Classroom
- ◆ Teaching Writing in the Literacy Classroom
- ◆ Techniques for Teaching the Adult Beginning Reader

Distance Learning

- ◆ Crossroads Café
- ◆ Teacher Training Online

Employment Preparation

- ◆ SCANS: Common Sense for the 21st Century

English as a Second Language (ESL)

- ◆ Advanced Training for ESL Mentors
- ◆ Beginning Training for ESL Mentors
- ◆ Designing and Implementing an ESL Professional Development Plan
- ◆ Essential Elements of ESL Instruction
- ◆ Planning the Multi-Level Lesson
- ◆ Teaching Grammar Communicatively
- ◆ Teaching Pronunciation in Context
- ◆ Tools for Building Quality ESL Programs: A Look at Four Useful Resources
- ◆ Writing

ESL-Citizenship

- ◆ ESL-Citizenship I — The Process
- ◆ ESL-Citizenship II — Content-Based Instruction

Family Literacy

- ◆ Getting Ready for Family Literacy
- ◆ Making the Connection: Children's Books, Adult Learners and Family Literacy

Technology for Instruction

- ◆ Technology Planning Process
- ◆ Software Evaluation for the Novice
- ◆ E-mail Projects for the Classroom

STAFF DEVELOPMENT INSTITUTE WORKSHOPS

The Staff Development Institute and your nearby Regional Resource Center (see page 2) are poised to assist you in implementing your agency's professional development plan. The SDI workshops identified on this page combine up-to-date background information and hands-on practice to enable educators to return to their jobs with sharper skills and renewed enthusiasm. You can offer these proven workshops at your own site or in cooperation with a neighboring agency.

How can the workshop be offered?

- Present one at your site
- Coordinate with a consortium of literacy providers
- Coordinate with your local Regional Resource Center

What are the workshop expenses to site, consortium or Regional Resource Centers?

- Participant manuals
- Trainer's honorarium and travel

How do you arrange for a workshop?

- Call your Regional Resource Center
- Call the Staff Development Institute

Presenters Wanted for ACSA Workshop

The Association of California School Administrators (ACSA) is now accepting proposals for presentations at its annual Adult Education Workshop, this year titled *Adult Education—Always Traveling the Speed of Life*. The Workshop, set for September 24-25 in Sacramento at the Doubletree Hotel, Point Way West, is a forum in which adult education administrators learn from one another and from recognized experts in education.

If you have something to share, please consider presenting a session at the workshop. Sessions aim to introduce new and innovative ideas; validate successful strategies; and present opportunities for dialogue.

Presentation proposals are due by June 5. Proposal forms, registration and workshop schedule information may be obtained from Millie Martinez at ACSA, (650) 692-4300. When the proposal for presentation is completed, please send it to the coordinator of the Workshop, Dr. Daniene Marciano, Educational Options, 1840 Benton Street, Santa Clara, CA 95050.

CCAE State Conference '98

Registration forms are now available for the 1998 California Council for Adult Education State Conference, *Adult Education... We Make a Difference*. The General Sessions will offer a Speaker from the State Legislature, CCAE's Lobbyist Cathi Davis, a top level administrator from CDE, and the annual Awards and Installation Luncheon.

This event is taking place at the Westin South Coast Plaza Hotel in Costa Mesa on May 1 and 2, 1998. It will be preceded by SDI's Leadership Institute on April 30. The group rate will be offered by the hotel until April 8. If you have not received your registration flyer contact the CCAE office at (916) 444-3323.

EVENT CALENDAR

ESL: Planning the Multi-Level Lesson I

3/20/98 Merced

3/27/98 Sweetwater

ESL: Planning the Multi-Level Lesson II

3/27/98 Merced

3/28/98 Sweetwater

ESL: Essential Elements

3/20/98 Baldwin Park

Stephen Covey's 7 Habits of Highly Effective People

3/30-31/98 Riverside

Quality Leadership for New and Aspiring Adult Education Administrators

4/30/98 Costa Mesa

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